



ACTION ITEM # 0 7

COMMONWEALTH of VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
Office of the Commissioner

S. Duke Storen
COMMISSIONER

June 20, 2018

MEMORANDUM

TO: Members, State Board of Social Services

FROM: S. Duke Storen 

ACTION: **Modify LDSS Administrative/Human Services Manual, Chapter 3**

This action will modify the Local Department of Social Services (LDSS) Administrative/Human Services Manual, pertaining to the criteria for barring applicants from employment based on their driving records. Specifically, proposed modifications to Chapter 3 will provide LDSS with more flexibility in filling positions.

SDS:kc
Attachment

Driving Record Guidance (from the Administrative/Human Resources Manual)
Chapter 3, section II.B.2 (page 12)

CURRENT:

2. Driving Record

a. For each applicant, intern, volunteer, and employee whose position requires a driver's license and/or who transports clients of the LDSS or who drives a motor vehicle as part of the position responsibilities, an LDSS may request a driving record check from the Virginia Department of Motor Vehicles or other state if the individual has resided in that state during the past seven years.

b. If the driving record reveals the presence of any negative points on the record, the prospective or current employee, intern or volunteer may not be offered a position.

PROPOSED:

2. Driving Record

Prior to an offer of employment, LDSS shall check the driving record of each new hire, intern or volunteer whose position requires a driver's license and/or who transports clients of the LDSS or otherwise drives a vehicle as part of the position's responsibilities. Each LDSS shall establish their own policy which includes standards and procedures for evaluating applicants' candidacy for employment. Policies may differ from agency to agency but the standards applied within each agency should be consistent for similar situations.

When determining if the driving record is acceptable for employment, the LDSS should consider:

- The nature of the job - how often does a position require driving and are clients transported?
- The nature of the infraction(s) – severity of infractions and number of points on the record
- Frequency of infractions
- Timeliness – how long ago did the infraction occur? Has the applicant had a good record since the infraction?